



CITY OF HOUSTON

Job Posting

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Applications accepted from:

All PERSONS INTERESTED
PART TIME (29 HOURS PER WEEK)
ADMINISTRATIVE ASSISTANT
PN# 111249
Library
External Affairs
Public Relations
500 McKinney
M - F; 8:00am - 5:00pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs professional administrative functions for the Public Relations Office. Maintains media lists and other department lists. Coordinates the collection and merging of data for the Calendar of Events through e-mail and database entry. Proofs the Events Calendar and other printed materials. Prepares purchase orders and bid requests for the Public Relations Office. Maintains the department budget. Organizes the daily newspaper and Internet clippings. Assists with distribution of materials to library and City departments and community partners. Maintains photo archives of print and digital photos. Proofs electronic materials. Performs other duties as requested.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of administrative experience is required

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Texas Drivers License. Must have excellent grammar, spelling and punctuation. Good written and oral communication skills a must. Must be proficient using Microsoft Office applications, database software, and in Internet searching. Experience in HTML preferred. Bilingual in Spanish.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 17
\$992 - 1345 Biweekly \$25,792 - 34,970 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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